



St Barnabas CE Primary School

*Preparing for a positive future,
achieved through faith*

Coronavirus (COVID-19) Contingency Plan 2021/22

School name: St Barnabas CE Primary School

Contingency /Outbreak Management Plan

Responsible person for Plan	J Hodgkinson
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This document forms part of a suite of COVID-19 school documents which should be read together and includes the COVID-19 School Risk assessment

<https://www.stbarnabasceprimary.co.uk/page/covid-risk-assessment-september-2021/98111>

COVID-19 is a changing situation and this document will be regularly updated according to local and national policy. School will continue to work with Public Health Warrington publichealth@warrington.gov.uk to ensure that we are as up-to-date as possible. This document has been written in line with the following documents:

- Contingency framework: education and childcare settings Jan 2022 [Contingency Framework](#)
- Schools COVID-19 Operational Guidance updated Jan 2022 [DfE operational-guidance](#)

1.0 Introduction

This document outlines what school would do if children, pupils, students or staff test positive for COVID-19, and how school would operate if we were advised to take extra measures to help break chains of transmission.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in school will only ever be considered as a last resort and for the shortest amount of time possible.

Any additional action will be taken on the recommendations of Public Health Warrington and will be consistent with actions described for managing local outbreaks of Coronavirus in the Warrington Outbreak Plan.

2.0 Definition of an outbreak

The DfE Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. It states that schools should think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting.

The thresholds detailed in the DfE guidance as an indication for when to seek public health advice are:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or

- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

For early years, this could include:

- a childminder minding children, including their own
- childminders working together on the same site
- a nursery class
- a friendship group who often play together
- staff and children taking part in the same activity session together

For schools, this could include:

- a form group or subject class
- a friendship group mixing at break times
- a sports team
- a group in an after-school activity

For FE, this could include:

- students and teachers on practical courses that require close hands-on teaching, such as hairdressing and barbering
- students who have played on sports teams together
- students and teachers who have mixed in the same classroom

If the thresholds above are reached, school will consult with Warrington Education and Public Health Team to discuss if further measures are needed the mechanism for doing this is detailed below.

Public health advice will be sought if a pupil, student, child or staff member is admitted to hospital with COVID-19. This will be done by contacting Public Health Warrington and Warrington Education Team. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

3.0 Contingency planning

3.1 Working with Warrington Education and Public Health Team

Where a pupil or staff member confirms a positive case of COVID-19, this information will be shared as soon as possible with the Education and Public Health team through the online survey tool <https://www.smartsurvey.co.uk/s/wbcschoolsdataset/>

Information shared will allow the local authority who are responsible for managing localised outbreaks to provide timely support and advice.

The Director of Public Health Warrington or the Public Health Team may give schools advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. If they judge that additional action should be taken, they might advise school to take some or all of the other measures described in this document.

3.2 Baseline Measures

The DFE Operational Guidance sets out baseline measures that all education settings should have in place to manage transmission of COVID-19. This includes:

- Ensuring good hand hygiene for everyone
- Maintaining appropriate cleaning regimes
- Keeping spaces well ventilated
- Following public health advice regarding testing, self-isolation and managing confirmed cases of Covid-19

At the point of reaching a threshold, school will review and reinforce the testing, hygiene and ventilation measures already in place.

3.3 Details of the types of Control Measures that could be considered in the event of an outbreak in school

Wherever additional measures are considered, the objective is to maximise the number of children and young people in face-to-face teaching and minimise control measures that disrupt education, balanced against the risks of COVID-19 transmission.

The following measures, which are not in any particular order and are not exhaustive, would be considered in the event of an outbreak in school. Any measures put in place would be for the shortest period of time possible, and as a last resort following consultation with Warrington Public Health and the Education Team:

- Reintroducing face coverings for staff/visitors in all educational settings/staff communal areas and for pupils/for parents when on school premises
- Increasing the frequency of testing for staff
- Limiting educational visits including residential visits and parental attendance
- Restricting attendance such as sending home a class or year group (in extreme cases)
- Reintroducing groups/bubbles

(See Action Plan Template in Appendix 1)

3.4 Ensuring that every child / student receives the quantity and quality of education and support to which they are entitled in the event of an outbreak in school

3.41 Remote education offer

In the event that pupils need to work from home, high-quality remote learning will be provided for all students well enough to learn.

St Barnabas CE Primary Remote Learning Offer:

Our remote education offer follows the same curriculum planning and sequencing that is used for face to face teaching in school. High quality online resources can be accessed via the class pages of the website, where a 10 day full curriculum offer is available for pupils who need to self-isolate. Teaching videos can also be accessed here.

In addition to the online offer, high quality paper based resource packs are available for all families who request them. In the event of any disruption to pupils' education pupils receive the same well-sequenced curriculum, as they would in school, which again ins available to access on the school website or through live lessons.

School is using Microsoft Teams – this platform is being utilised for catch up sessions, live lessons for the whole school (age appropriately) and intervention sessions. In addition, further work for pupils to complete and return to the teacher will be uploaded via Class Dojo.

Class Dojo is the main tool for communication with families. Families find this extremely accessible and as a result, communication and engagement have improved.

School made the decision at the beginning of the lockdown period to use tools consistently across the school. Staff are receiving ongoing training in order to be able to use all tools effectively. Consistent tools being used are:

- Classpages of the school website for setting full timetable curriculum offer of high quality work, this includes links to direct teaching videos and links to websites and apps used to practise and improve skills.
- Class Dojo for interaction with parents and feedback to pupils who are at home, in addition work is also set via this platform due to the fact that some families find it easier to access than the website (school made the decision to use this tool for this purpose due to the fact it receives the highest levels of engagement from parents. 99% of parents use and interact with this platform and feedback indicates that parents find it easier to use then Microsoft Teams.) Verbal feedback videos with examples of modelling are also uploaded to Class Dojo where appropriate.
- Microsoft Teams for catch up sessions with pupils and for interventions across the school
- Phone calls offered to parents of pupils in EYFS and KS1 to support with work and provide feedback or through Microsoft Teams. Daily morning welcome meetings are used across KS1 and 2.
- Microsoft Teams for feedback to pupils about work completed or to support pupils with their assignments in KS2. Class Dojo for all pupils to submit work and for teachers to offer feedback to work submitted.
- Microsoft Teams for live lessons across the school
- Pupils in all classes have been trained on where and how to access their work if they need to stay at home and in the expectations that all work is completed and returned to school.

Each class has produced a high quality paper based resource pack based on current learning; in addition each class also has a high quality paper based resource pack which is suitable for SEND pupils within the year group. The SEND workpack mirrors the high expectations of the main class workpack in terms of the curriculum offer and amount of work set. The high quality resources include Talk for Writing workbooks and Whiterose pupil workbooks designed specifically for pupils to use at home. When parents contact school to report a pupil absence they are asked if they require a paper workpack. If this is the case the pack is delivered if the family are unable to collect. If pupils are sent home parents are asked if a paper workpack is required upon collection.

All work set is appropriate to pupils' age and ability. The large majority of work set for EYFS pupils and some of the work set for KS1 pupils requires adult support in order to complete. All work set has clear instructions for adults at home and teachers are available daily to support parents with any difficulties which may arise. In addition to this, each class has included teaching clips and links to websites which children should be able to use independently (this is to support families in the event of the adult being ill or unable to support the child.)

All assignments are set on the classpages of the website, supplemented by worksheets that accompany the work set on the website, set through Class Dojo. The work is set following the pattern of the school timetable so that over a week, pupils have access to the full curriculum.

The planning and teaching for remote education follows exactly the same well-sequenced curriculum that pupils follow when receiving face to face education in school.

The assignments set for remote education also offer pupils opportunities to practise and consolidate skills and to revisit previously taught knowledge. Pupils are also expected to use a number of high quality websites and apps when learning from home in order to help them practise, consolidate and improve skills eg Times Table Rock Stars, Reading Eggspress and Grammar Bug. When children join live lessons they are also exposed to retrieval activities including low stakes quizzes, fast 5 or knowledge quadrants, which are built into everyday teaching in order to help pupils transfer knowledge into the long term memory.

EYFS and KS1

- Pupils will be given access to pre-recorded teaching videos (these will either be recorded by the teacher or from one of the high quality DfE Online resources eg Bitesize or Oak Academy.)
- Teachers are available at a specific time each day to support parents and pupils with their work
- In the event of a bubble closure children have access to live lessons through Teams so that high quality models and explanations can be given by the teacher.

KS2

- Pupils are invited to join in live lessons for the core subjects and some wider curriculum subjects, via Microsoft Teams
- Pupils are also given access to pre-recorded teaching videos (these will either be recorded by the teacher or from one of the high quality DfE Online resources eg Bitesize or Oak Academy.)
- Teachers are available at a specific time daily to speak with pupils via Microsoft Teams in order to provide further explanations about the work set.

EYFS and KS1

- There is an expectation that all work set should be completed.
- If pupils are working from a paper workpack this should be returned to school when the child returns. It will be quarantined for 72 hours then all work will be checked and feedback given.
- In the event of any disruption, pictures of the worksheets being completed should be sent to the teacher via Class Dojo.
- If pupils are working online then photographs of their work should be sent as soon as it completed via Class Dojo, or the uploaded worksheets on Class Dojo will be handed into the teacher.
- Feedback will be given within 24 hours via Class Dojo
- If pupils are working on tasks that have been sent via Class Dojo the completed task can be returned to the teacher and feedback will be given within 24 hours.

KS2

- There is an expectation that all work set should be completed.
- If pupils are working from a paper workpack this should be returned to school when the child returns. It will be quarantined for 72 hours then all work will be checked and feedback given.
- In the event of a disruption, pictures of the worksheets being completed should be sent to the teacher via Class Dojo.

- If pupils are working online then their work should be returned to the teacher as soon as it completed via Class Dojo or Microsoft Teams
- Feedback will be given within 24 hours via Class Dojo or within the daily allocated feedback time when pupils can meet with their teacher via Microsoft Teams to receive support or feedback

Any pupil who puts exceptional effort into their remote learning will become a 'Home Learning Hero.' They will receive a personal message via Class Dojo from the head teacher, a postcard from the head teacher and their parents will also receive a message. In the event of a disruption, Miss Hodgkinson will deliver a celebration assembly, as would be delivered in school, so that children in school and at home can receive certificates for their continued efforts in working hard.

EYFS and KS1

- Parents' responses during feedback sessions and the quality of the work returned via Class Dojo will enable the teachers to adjust the difficulty of what is being taught.
- If necessary, a 1 to 1 session or a pre-teach could be facilitated by a teaching assistant in order to support the child

KS2

- The quality of the work returned via Class Dojo or Teams and pupils' responses during online feedback sessions would enable the teacher to adjust the difficulty of work set.
- When participating in live lessons, teachers are able to question and assess pupils, then adjust the next part of the lesson accordingly.
- Pre-teach session or 1:1 sessions can be carried out as necessary, by the class teacher or a teaching assistant.

The daily work set for pupils working remotely follows the same timetable as that of pupils in school, giving them access to the whole curriculum and the same amount of lessons that they would receive during a day in school.

In EYFS, pupils are given a full programme of work, which matches the activities they would receive in school.

In KS1, pupils receive a full timetable of activities that equate to approximately 3 hours each day. These activities are accessed through the website and live teaching on Microsoft Teams. Paper packs also reflect the same work set on these platforms.

In KS2, pupils receive a full timetable of activities that equate to approximately 4 hours each day. These activities are accessed through the website and live teaching on Microsoft Teams. Paper packs also reflect the same work set on these platforms.

Daily contact with teachers will be available during an allocated slot each day, when teachers will be available to speak with parents about pupils work (EYFS and KS1) or to discuss work with pupils via Microsoft Teams and give feedback to pupils in KS2. The allocated times for each feedback slots are known by families.

In addition, teachers are in close contact with parents and pupils via Class Dojo.

3.42 SEN pupils / vulnerable pupils

On-site provision will be retained for vulnerable children and young people and the children of critical workers. This includes pupils who have Special Educational Needs and who have an EHC plan.

If a vulnerable child (defined here as a child with a social worker and/or an EHCP) has to isolate then schools are asked to inform Warrington Education Team of this through the Vulnerable Pupil survey: [Schools COVID update Vulnerable Children \(smartsurvey.co.uk\)](https://smartsurvey.co.uk)

3.43 Safeguarding processes

Where vulnerable children and young people are absent, school will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- encourage the child or young person to attend school, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so
- If in extreme cases, a class bubble needs to be closed to break the chain of transmission, all pupils on school's vulnerable register will still be offered a place at school.

School will discuss alternative arrangements for vulnerable children and young people with the local authority.

3.45 Access to school meals

From September, school meals will be provided in the dining room and in classrooms to pupils. Where schools encounter an outbreak then the school meals service will work closely with the school leaders to agree the best approach for that school around the delivery of school meals whilst the outbreak is contained.

Where pupils are eligible for benefits-related free school meals and are required to self-isolate at home, the service will continue to provide good quality lunch parcels or vouchers. This will ensure that eligible pupils continue to be supported whilst they are unable to attend school.

For the provision of food parcels / vouchers the school will be required to email the following information to SchoolMealsManagement@warrington.gov.uk:

- Child's name
- DOB / Year Group
- Isolation start and end date
- Preference of food parcel / voucher.

If you have any issues, please contact the service on 01925 443082 or at:

SchoolMealsManagement@warrington.gov.uk

3.46 School systems to provide access to FSM if a child is isolating

- High quality food parcels/vouchers will be made available from the first day of isolation

- Parents/carers will be contacted when parcels/vouchers are ready for collection
- If parent/carers are unable to collect the parcel, arrangements will be made by school for the parcel to be dropped off.
- Parcels will provide a week or 10 day's worth of food, in case of the event of parents needing to isolate.

3.48 Communication about changes to control measures

Good communication is key to outbreak management. Communicating advice and guidance is an important public health tool to ensure that parents/carers, students and staff have a clear understanding on the current situation and if any changes are to be implemented in response to the outbreak. School will communicate these changes in a timely manner through the following mechanisms:

- Staff briefings via Microsoft Teams
- Online Assemblies
- Letters to parents
- Emails
- Class Dojo
- School website

Appendix 1 – Action Plan:

Control measure (examples listed below – this list is not exhaustive)	Rationale for implementing measure	Actions to be taken	Date control measure was implemented	Date to review control measure	Responsible person
Use of AST (staff only)	We will continue to support all staff by providing home testing kits. We will follow all guidelines and advice issued by Public Health.	Encourage all staff to undertake at least twice weekly lateral flow tests.	1.9.21	Monthly Last reviewed: 4.1.22	JH
Additional measures for clinically extremely/clinically vulnerable staff and pupils	<p>No current COVID cases have been recorded at school, but...</p> <ul style="list-style-type: none"> • Cases of COVID are rising rapidly in the community causing disruption to other local schools. • Warrington Public Health / Public Health England issue warnings of expected local/national infection wave. 	Clinically Vulnerable staff meet with Line Managers to review their individual risk assessment & discuss additional protection (e.g. use of face coverings, reduction in movement between classes/groups.	1.9.21	Monthly Last reviewed: 4.1.22	JH
Improved ventilation	<p>No/small numbers of current COVID cases have been recorded at school, but...</p> <ul style="list-style-type: none"> • Cases of COVID are rising rapidly in the community causing disruption to other local schools. • Warrington Public Health / Public Health England issue warnings of expected local/national infection wave. 	<p>Ventilation of classrooms increased & handwashing supervised.</p> <ul style="list-style-type: none"> • Large indoor public performance audience numbers reduced. • Staff-room capacity is reduced. • CO2 monitors are used in all classrooms to monitor air quality and improve ventilation when required. • Clinically Vulnerable staff meet with Line Managers to review their 	1.9.21	Monthly Last reviewed: 4.1.22	JH

		individual risk assessment & discuss additional protection (e.g. use of face coverings, reduction in movement between classes/ groups).			
Reintroduction of face coverings for staff in educational settings/staff communal areas and parents when entering school premises.	<p>No/small numbers of current COVID cases have been recorded at school, but...</p> <ul style="list-style-type: none"> • Cases of COVID are rising rapidly in the community causing disruption to other local schools. • Warrington Public Health / Public Health England issue warnings of expected local/ national infection wave. 	<p>Ventilation of classrooms increased & handwashing supervised.</p> <ul style="list-style-type: none"> • Large indoor public performance audience numbers reduced. • Whole-school assemblies are replaced with Key Stage assemblies. • Staff-room capacity is reduced. • Whole-school assemblies are replaced with Key Stage assemblies. • Clinically Vulnerable staff meet with Line Managers to review their individual risk assessment & discuss additional protection • The child self-isolates for up to 10 days. Remote learning will be provided if they are well enough to complete it. • The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts. • Likely contacts will be contacted by NHS Track & Trace and advised to book at PCR test <p>The school will discuss the outbreak with Warrington Public Health and agree</p>	28.11.21	Monthly Last reviewed 4.1.22	JH

		<p>strengthening protective measures for 10 school days, including:</p> <ul style="list-style-type: none"> • Adapting, Limiting or postponing indoor sporting events, trips, open days and performances. • Reverting to single year group bubble assemblies • Reducing the amount of classes staff work across. 			
Limiting educational visits including residential visits and parental attendance	There have been 5 cases of COVID across a year group within 10 days which could mean that COVID is spreading within that group of children.	<p>The school will discuss the outbreak with Warrington Public Health and agree strengthening protective measures for 10 school days, including:</p> <ul style="list-style-type: none"> • Adapting, Limiting or postponing indoor sporting events, trips, open days and performances. • Reverting to single year group bubble assemblies/online assemblies • Reducing the amount of classes staff work across. 			
Reintroduction of groups or 'bubbles' for identified classes.	There have been 5 cases of COVID across a year group within 10 days which could mean that COVID is spreading within that group of children.	<p>The school will discuss the outbreak with Warrington Public Health and agree strengthening protective measures for 10 school days, including:</p> <ul style="list-style-type: none"> • Adapting, Limiting or postponing indoor sporting events, trips, open days and performances. • Reverting to single year group bubble assemblies/online assemblies 	10.1.22	19.1.22	JH

		<ul style="list-style-type: none"> • Reducing the amount of classes staff work across. • Introducing class/year group bubbles for identified class only. • Children from identified class(es) are also kept in bubbles during before and after school clubs. • Reverting to class based school lunches. • Limiting all non-essential visitors to school. • Postponing all non-essential events. • Re-introducing remote learning for individual classes for 8 school days considered. 			
Reintroduction of groups or 'bubbles' for all classes.	Despite the measures indicated above, COVID cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that COVID is spreading widely throughout the school.	<p>Incident Management Team meeting held between the school and Warrington Public Health to agree further measures, for a further 10 school days, including:</p> <ul style="list-style-type: none"> • Introducing class/year group bubbles. • children from identified class(es) are also kept in bubbles during before and after school clubs. • Reverting to class based school lunches. • Limiting all non-essential visitors to school. • Postponing all non-essential events. 			

		<ul style="list-style-type: none"> • Re-introducing remote learning for individual classes for 8 school days considered. 			
Attendance restrictions	Despite all other measures as stated above being implemented, COVID cases within the wider community continue to rise sharply and local/national attendance restrictions are announced.	Follow all advice and guidance issued by Public Health and the DfE.			
Restricting the education Workforce Consideration of essential operational roles: safeguarding	Despite all other measures as stated above being implemented, COVID cases within the wider community continue to rise sharply and local/national attendance restrictions are announced.	Follow all guidance and advise issued by Public Health and the DfE.			